

Department of State

Bureau of International Narcotics and Law Enforcement Affairs



INL/Panama

**Request to Purchase Sliding Windows for bedrooms
Bldg 6007
SENAFRONT**

GENERAL INFORMATION

NOTICE OF RFP CLOSING DATE AND TIME

All offers shall be submitted NLT 5:00 P.M. Local time, Thursday, April 27, 2016 to the following individual:

Name: Aris Cardona
Title: Procurement Agent
E-mail: cardonaa2@state.gov

CONTRACTOR RELATIONSHIPS

The Department of State (DoS) encourages the use of subcontractors. In addition, the Department requires that any potential Organization Conflict of Interest identified in the proposal to ensure proper firewalls established prior to award.

PERIOD OF ACCEPTANCE OF OFFERS

Contractors shall agree, if the proposal is accepted within ninety (90) calendar days (unless a greater period is inserted by the contractor) from the date specified in the solicitation for receipt of proposals, to furnish any or all of the requirements upon which prices are proposed at the price set opposite each item, performed and/or delivered at the designated point(s) within the time specified.

INSTRUCTIONS, EVALUATION FACTORS AND METHODOLOGY ADENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFEROR

WRITTEN QUOTES

The offeror shall provide an electronic copy containing all required sections of the written Quote. The offeror must submit the Quote in the formats provided by Microsoft Office 2007 or later. Any offeror that does not comply with the following instructions, or does not submit a required component of this RFQ within the allotted time frame shall not be considered for award.

Table 1: Quote Organization

| Vol. | Section Title | Page Count Limitation |
|-------------|----------------------|------------------------------|
| 1 | Product Descriptions | 30 |

| | | |
|---|------------------------------------|------------------------------|
| 2 | Representations and Certifications | No Limit |
| 3 | Price Matrix | Excel Spreadsheet – No Limit |

VOLUME 1: PRODUCT DESCRIPTIONS

The offeror shall provide product descriptions for each product proposed under each CLIN that reflects the specifications outlined in the Statement of Work as any part of any product description. The offeror shall not include pricing information in this volume.

VOLUME 2: REPRESENTATIONS AND CERTIFICATIONS

The offeror shall provide Representations and Certifications as outlined in FAR 52.212-3.

ALL offerors should be register in SAM. If the offeror is not currently registered please follow the instructions provided in the link below:

<https://www.sam.gov>

VOLUME 3: PRICE MATRIX

The offeror shall complete a copy of the attached Price Matrix in excel with the following information included:

- Product Quoted
- Quoted Unit Price
- Applicable Delivery Fees

The total price cannot be altered after submission.

SOLICITATION CONSIDERATIONS

All Quotes must be valid for 90 days from the closing date for this solicitation. No exceptions or qualifications. The sliding window must be clear, new and in good conditions, never used, and not altered in any way.

BASIS FOR AWARD

The Government intends to award a Firm Fixed Price Purchase Order under FAR Part 13 resulting from this solicitation to one (1) responsible offeror whose offer conforming to the solicitation is the Lowest-Priced, Technically-Acceptable. The following factors shall be used to evaluate offers:

- (i) Technical Capability of the item offered to meet the Government requirement;
- (ii) Price

SCOPE OF WORK

The Sliding Windows are going to be installed to the bedrooms in building 6007 in SENAFRONT.

IDENTIFICATION OF SUPPLIES

The International Narcotics and Law Enforcement Section (INL) of the U.S. Embassy in Panama is requesting the following Sliding Windows. INL requests maximized effort for local providers involvement and procurement to meet government needs. The Sliding Windows will be donated to bedrooms in building 6007 in SENAFRONT. Offerors must provide the following titles:

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DELIVERY:

Delivery must be made within 90 days after award to:

Mark For:

Aris Cardona INLProcurement Agent Email: cardonaa2@state.gov
507-317-5086

The price quoted must include delivery to US Embassy, Panama city,
Panama. Partial shipments are not allowed.

US-based procurement is ultimately intended for an overseas destination. If the shipment will involve wood packaging material, then the packing and palletizing must conform to the standards in the International Standards for Phytosanitary Measures Publication No. 15: "Guidelines for Regulating Wood Packaging Material in International Trade" (ISPM 15) and have the appropriate markings indicating that the materials meet this standard. Any deliveries arriving at our indicated domestic delivery address that do not meet these standards will be rejected and must be corrected at the contractor's expense. All boxes must be marked with the delivery order number and INL Embassy Panama.